

INFORMATION PAPER

SUBJECT: MTSS Procedures at FLW

1. Purpose: To provide soldiers information regarding meals, lodging and selected transportation (if applicable) under Military Training Service Support (MTSS).

2. Facts.

- a. MTSS (Military Training Service Support)
- b. Meal Sustenance: Meal cards will be issued during in-processing to all Army Reserve and Army National Guard students in a TDY/ADT status. Meal cards must be returned to the issuer during out-processing prior to departing Fort Leonard Wood. (EN, MP and CBRN). Students will have meals provided 5 days per week with full per diem on weekends and Federal holidays.
- c. Lodging/Billeting: Assignment to government quarters is the responsibility of the installation. The goal is to house all Army Service School students on-post in the Unaccompanied Enlisted Personnel Housing (UEPH) located in Grieves Height. Any off-post student room night requirements, if required, will be handled by Ft Leonard Wood Lodging through Government contracted hotels; students will not check into off-post hotels without the Fort Leonard Wood Lodging Office's approval.
- d. All resident service school soldiers attending training in a TDY/ADT status are required to report to Army Lodging, Building 470 (corner of Replacement Avenue and Constitution Avenue), Suite 1201 for room assignment. Prior to arrival you may call 1-800-677-8356 or visit the following site <http://www.fortleonardwoodlodging.com/> to make reservations.
- e. The student billeting area is a new, state of the art facility. The billeting rooms for students are transient rooms and therefore smoking is not allowed in the rooms. Students who violate the non-smoking policy will be charged an additional fee (non-reimbursable by finance) to cover the smoke-cleaning of their room.
- f. Students are billeted in individual rooms with two students sharing a latrine and kitchenette. Local telephone, cable television and internet service is provided with each room. Storage space is limited to one closet in each room, students are advised against bringing unnecessary items that they may have to store at their own expense.
- g. Each set of billets is serviced by a separate common area facility housing a laundry room, kitchen, mailboxes, recreation room and television viewing area.
- h. Certificate of non-availability (CNA) numbers will not be issued to Army MTSS students since lodging and meals are centrally funded.

Additional finance information can be found at the following websites:

- [Defense Finance & Accounting Service](#)
- [Defense Travel System](#)
- [Travel Allowances \(Per Diem\)](#)